

5 October 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. IC Staff Survey of Training Facilities

A meeting on 2 October was chaired by Major General Graham, Chief, IC Staff, and attended by representatives from CIA, DIA, NSA, DoD, and State. The purpose of the meeting was to explain the reasons for the ongoing IC Staff survey of training facilities and training programs in the Intelligence Community and to seek the cooperation of the several departments and agencies in this task. The IC Survey will encompass a review of all existing in-house courses of instruction, training capabilities and assets within the Community, as well as external training programs. The objective of the survey will be to identify common problem areas within the Community which could be solved by improved utilization of training staff and training facility assets, by the adoption of different training techniques and methodologies, by establishment of new joint courses, or by other actions identified in the course of the survey.

B. The President's Executive Interchange Program

STATINTL [redacted], OC, who is the Agency's first participant in the President's Executive Interchange Program, is in New York City this week attending a five-day seminar for all program selectees. He departs for his assignment at [redacted] next week; he has been advised that the program includes an overseas trip about six months from now. STATINTL [redacted]

C. Advanced Management Program

The pilot version of the AMP was completed on 26 September, and the initial reaction of both staff and participants was very favorable. We are now completing the critique which

will consist of the staff's evaluation of the content, structure, and method employed, plus the thirteen critiques of the participants. Following this, we plan to analyze in great depth all of the aspects of the Program, including recommendations for future runnings.

D. Central Reference Service Management Conference

STATINTL  
STATINTL  
The CRS Management Conference was held at the [ ] 30 September - 2 October with forty people in attendance. Mr. Harry C. Eisenbeiss, D/CRS, was the officer-in-charge; the DD/I met with the group on 30 September.

E. Off-Campus Program

The Agency's Off-Campus Program was launched this week, with evening classes convening in the Headquarters and Chamber of Commerce Buildings. There were 242 registrants (272 instances of training) in 17 classes. Registration will officially close on 5 October.

II. Upcoming Developments

A. January Career Trainee Class


For the January 1974 Class, we have selected four highly qualified females and one black. The latter, a former STAT

[ ]  
the four have an interesting mixture of overseas experience and foreign language competence including Spanish, French, German, and Russian.

B. Spanish Language Training

On the weekend of 12-14 October, faculty of the Language Learning Center will conduct a total-immersion exercise in Spanish. Fifteen people from SB, SPD, WH, and EUR Divisions, as well as four members of our faculty and staff, will participate. This is the third such session we have had; each has been well received. Since students come at their

own expense, the exercises are of minimal cost to us; yet the program provides a unique opportunity for people who are not currently in language training to refresh and practice their language skills.

  
*for* Alfonso Rodriguez  
Director of Training

STATINTL